



Contractor Requirements to Become an Approved Service Provider

- **Contractor/Subcontractor Application** – All applicants
- **SAM Registration** – Emergency Home Repair Program (EHRP) applicants only
 - Registration found here <https://www.sam.gov/SAM/>. Please note that while SAM registration is not required for all contracted work with FRH, it may offer more opportunities for project awards by extending eligibility to EHRP projects.
- **Insurance Certificate(s) with FRH as Certificate Holder** – All applicants
 - Insurance Requirement Minimum Summary (more complete information on Service Agreement):
 - General Liability \$1,000,000/occurrence & \$2,000,000 Aggregate
 - Worker's Compensation - when contractor has employees
 - Auto Policy - when driving vehicles on serviced property
- **W-9** - All applicants
- **FRH Services Agreement** – All applicants
 - Agreement will be provided by FRH to applying company
- **Services to be Performed – Exhibit A** - Requests a listing of services that your company provides. You can attach a brief of your services on your company letterhead.
- **Fee Schedule – Exhibit B** - Please offer a best description of how you determine your pricing, when you would deviate from a standard price, and what we should expect for invoicing. Please provide a copy of your standard invoice format for our file.

We look forward to working with your company. Please contact Sadia at smurray@foothillsrh.org or call (720) 693-2169 with any questions or to discuss becoming an approved vendor with FRH.